



**EXECUTIVE ORDER NO. PCG - 03
SERIES OF 2023**

AN ORDER ADOPTING RESOLUTION NO. 05-2022 OF THE HUMAN RESOURCE DEVELOPMENT COMMITTEE ENTITLED: "GUIDELINES ON THE GRANT/S OF HONORARIA TO RESOURCE PERSONS/SUBJECT MATTER EXPERT, LECTURER, COORDINATORS, IN-HOUSE TRAINERS AND FACILITATORS IN SEMINARS AND TRAINING PROGRAMS OF THE CITY GOVERNMENT OF PASIG", AND FOR OTHER PURPOSES.

WHEREAS, Executive Order No. PCG-66-2020 created a Human Resource Development Committee (HRDC) in the City Government of Pasig tasked to develop and implement policy guidelines and procedures in human resource development programs including foreign scholarships, study grants, and overseas training programs;

WHEREAS, the Department of Budget and Management on April 23, 2007 issued Budget Circular No. 2007-1 which are the guidelines on the grant of honoraria to lecturers, resource persons, coordinators and facilitators in seminars and training programs of government agencies including local government units, and prescribed the basis in the computation of the said honoraria;

WHEREAS, the Human Resource Development Committee issued Resolution No. 05-2022 setting the guidelines on the grant/s of honoraria to resource persons/subject matter expert, lecturer, coordinators, in-house trainers and facilitators in seminars and training program of the City Government of Pasig;

NOW, THEREFORE, I, VICTOR MA. REGIS N. SOTTO, Mayor of the City of Pasig, by virtue of the powers vested in me by law do hereby adopt Resolution No. 05-2022 of the Human Resource Development Committee entitled: "Guidelines on the Grant/s of Honoraria to Resource Persons/Subject Matter Expert, Lecturer, Coordinators, In-House Trainers and Facilitators in Seminars and Training Programs of the City Government of Pasig"

SECTION 1. COVERAGE

These guidelines shall apply to all lecturers, resource persons/subject matter experts, coordinators and facilitators from government agencies including the City Government of Pasig and private sector whose services are enlisted to undertake learning interventions and capacity-building activities.

SECTION 2. DEFINITION OF TERMS

1. Honorarium - a form of compensation granted as a token of appreciation for gratuitous service on account of one's broad experience and expertise in a particular field.
2. Subject Matter Experts/Resource Person - any person who by virtue of his/her expertise and specialization in a specific subject area serves as speaker, technical

- assistance provider, panelist in group dynamic sessions in seminars, conferences, symposia, training programs and similar activities.
3. Lecturer - any person who uses lecture as a method of instruction in seminars, workshops, conferences, symposia, training programs and similar activities.
 4. Facilitator - any person who is a subject expert in managing group processes and sessions and who intervenes for better group understanding to achieve group objectives and decision-making.
 5. Documenter - any person who acts as secretariat in the conduct of seminars, training programs, and other similar activities and during preparatory activities thereof. He/she shall be the temporary repository of records and documents and shall be responsible in taking down notes, agreements and photos during preparatory meetings/trainings/seminars and preparation of terminal or post-activity reports.
 6. Capacity Development Agenda - a three-year plan that will guide the organization in implementing capacity development initiatives.
 7. Human Resource Development Program - a program involving topics as employee training & development, performance improvement, emotional intelligence, coaching, succession planning, key employee and organizational competencies, employee career development, organizational culture and development, and workforce development.
 8. Forum - a public meeting or presentation involving discussion among experts and may include audience participation.
 9. Convention - a gathering of individuals at a pre-arranged time and place in order to discuss and engage in a common interest or topic.
 10. Conference - a meeting for consultation or exchange of information or discussion of idea.
 11. Training - organized activities designed to increase knowledge, attitudes, skills and habits of personnel to improve individual performance.
 12. Seminar - an activity involving sharing, discussing and disseminating ideas and information on a specific field on interest.
 13. Workshop - an intensive course emphasizing interaction and exchange of information among a small number of participants.
 14. Expertise - the basis of the credibility or authority of a person perceived to be knowledgeable in an area or topic due to his/her studies, trainings and experiences on the subject matter or competency area.

SECTION 3. GUIDELINES

1. The capacity development activities to be conducted shall be covered with a City Government-approved Activity/Training Design. Proponents shall be required to submit a properly filled-out CAPDEV Activity Proposal in accordance with the attached template marked Annex A.

2. The Activity/Training Designs shall indicate the budgetary requirements to include allocation for honoraria of lecturers, resource persons, facilitators and documenters, as applicable.

3. Individuals enlisted as service providers of the City Government of Pasig, whether employed in other government agencies or private sector shall be granted honoraria in accordance with the rates prescribed herein.

4. The following shall be considered in the selection of lecturers, resource persons, coordinators and facilitators. All offices are required to refer to the guidelines of HRDC Resolution No. 4-2022.

- 4.1. Education - relevant education or academic degree.
- 4.2. Professional Experience - proven record that will substantiate the expertise or skill of the service provider.
- 4.3. Physical Attributes - Sustainability for fitness for the task or role.
- 4.4. Integrity - absence of critical incidents that might otherwise tarnish or put to question the service provider's credibility, character, ethical behavior or intellectual integrity.

5. The minimum honoraria for service providers shall be based on the hourly rate of their Basic Monthly Salary multiplied by two (2) and multiplied by the number of training hours rendered. The formula is illustrated hereunder:

$$\begin{aligned} \text{Daily Rate} &= \text{Present Basic Monthly Salary} / 22 \text{ Working Days} \\ \text{Hourly Rate} &= \text{Daily Rate} / 8 \text{ Working Hours} \\ \text{Honoraria} &= \text{Hourly Rate} \times 2 \times \text{Number of Training Hours} \end{aligned}$$

5.1. Above formula shall be the basis of the honoraria for service providers currently employed in other government agencies.

5.2. With the concurrence of the service provider, honoraria for those presently employed in the private sector shall be based on either of the following schemes:

5.2.1 **Former government employees** - last salary received or Step 1 of the last position held prior to separation from the service.

5.2.2 **Private sector employees** - Present basic monthly salary which requires presentation of documents from employer certifying the basic monthly compensation of the service provider.

6. Minimum honoraria may be increased based on the complexity or difficulty of the subject matter, professional qualifications of service provider and position level of participants. The minimum rate of honoraria shall be granted for every session involving

fifty (50) participants or less. Such rate may be increased proportionally depending on the number of participants.

7. Maximum Rate of Honoraria

Maximum honoraria for all service providers shall not exceed two (2) times the hourly rate for a position of Professor VI, Step I of SG-29. The formula is illustrated hereunder:

Daily Rate = SG-29, Step 1 / 22 Working Days

Hourly Rate = Daily Rate / 8 Working Hours

Honoraria = Hourly Rate x 2 x Number of Training Hours

8. Payment of honoraria shall be based exclusively on the actual number of hours spent in the activity plus equal number of hours for preparation.

9. For activities held out of town, the City Government of Pasig shall ensure that provisions are available for transportation, accommodation, meals and other incidental expenses of service providers. Appropriate supporting documents shall be required as basis of payment.

10. Proponents shall ensure that the appropriate budget is included in the activity proposal. Honoraria may be estimated in accordance with the following:

Nine (9) man-hours per day multiplied by the number of days per service provider using the formula described in "Items 5 to 7" hereof.

11. Proponents shall keep track and maintain a record of the service providers. They shall provide service providers with feedbacks with respect to their performance for future reference.

12. The payment of honoraria shall be supported by the following:

- 12.1 Office Order/Invitation Letter duly confirmed by the lecturer, resource person, facilitator and documenter;
- 12.2 Course syllabus/program of lectures;
- 12.3 Report/Certification of the City Government Department Head/Section Chief on the accomplishment of the lecturer, resource person, facilitator and documenter indicating the following: (1.) Name of lecturer, resource person, facilitator or documenter (2.) the actual days and hours rendered and (3.) the covered activity/topic/module.
- 12.4 Daily Time Record for facilitators and documenters;
- 12.5 Approved Activity/Training Design; and
- 12.6 Curriculum Vitae of the lecturer, resource person, facilitator and documenter.

13. For Documenters, the rate should not exceed Three Thousand Pesos (PhP3,000.00) per day [at least eight (8) hours] regardless of the number of participants and the complexity of the subject matter. For less than eight (8) hours, the honorarium shall be pro-rated.

14. The City Accounting Department shall ensure that the Bureau of Internal Revenue-required taxes are withheld.

15. Under no circumstances shall the allowable maximum rates prescribed herein be exceeded. Violations of such nature shall constitute sufficient cause for the filing of an administrative case.

SECTION 4. IN-HOUSE TRAINERS

1. Employees designated as In-House Trainers shall be eligible to receive honoraria in the amount of Five Hundred Pesos (PhP500.00) per day if such training sessions are unrelated to his/her regular functions, responsibilities and/or mandate of the department or office where he/she belongs. The grant of honoraria shall take into consideration the difficulty and complexity of subject matter, activity or output required.

2. The actual honorarium to be paid to each In-House Trainer shall depend on the average performance rating after post evaluation by the target participants in accordance with the succeeding percentages:

Performance Rating	Average Points	Percentage of Honoraria
Outstanding	40	150%
Very Satisfactory	32 to 39	125%
Satisfactory	24 to 31	100%
Fair	26 to 23	100%
Poor	8 to 15	100%

In-House Trainers obtaining a Satisfactory, Fair or Poor rating after post evaluation shall not be enlisted in future capacity development activities.

3. The criteria for post evaluation of In-House Trainers are as follows:
(Scale of 1 to 5: 1= Poor, 2=Fair, 3=Satisfactory, 4=Very Satisfactory, 5= Outstanding)

3.1 **DESIGN (50%)**

- Clarity of Training Objectives
- Relevance of Content
- Sequence of Content
- Usefulness of Learning Materials

3.2 **FACILITATION (50%)**

- Mastery of Subject Matter
- Time Management
- Appropriateness of Learning Methodology
- Professional Conduct

4. The fixed honoraria of Five Hundred Pesos (P500.00) per day may be proportionally increased depending on the number of seminar/workshop/training participants in excess of fifty (50) participants. The proportional rates are as follows:

1. 50 participants	=	P500.00 per day
2. 51 to 60 participants	=	P520.00 per day
3. 61 to 70 participants	=	P540.00 per day
4. 71 to 80 participants	=	P560.00 per day
5. 81 to 90 participants	=	P580.00 per day
6. 91 to 100 participants	=	P600.00 per day

SECTION 5. MONITORING. — The Human Resource Development Office shall monitor and ensure compliance of all Departments and Offices to these guidelines.

SECTION 6. SEPARABILITY CLAUSE. — If any clause, provision, paragraph, or part thereof shall be declared unconstitutional or invalid, such judgment shall not affect, invalidate, or impair any other part hereof but such judgment shall be merely confined to the clause, provision, paragraph or part directly involved in the controversy in which such judgment has been rendered.

SECTION 7. REPEALING CLAUSE. — All other orders or issuances inconsistent herewith are hereby repealed, amended, or modified accordingly.

SECTION 8. EFFECTIVITY. — This Order shall take effect immediately.

SIGNED this 4th day of January 2023, in the City of Pasig.


VICTOR MA REGIS N. SOTTO
City Mayor 

